

**MINUTES OF THE**  
**SANTA FE COUNTY**  
**HOUSING AUTHORITY BOARD**

**June 30, 2015**

**I.** This meeting of the Santa Fe County Housing Authority was called to order on the above-cited date in the Santa Fe County Legal Conference Room, at the Old County Courthouse/Admin Building at approximately 1:00 p.m. by County Commission Vice Chair Miguel Chavez.

**II.** Roll call indicated the presence of a quorum with the following Board members present:

**Members Present:**

Miguel Chavez, Commissioner  
Kathy Holian, Commissioner  
Cathy Hurtado, Resident Member  
Joseph Loewy, Community Member  
Henry Roybal, Commissioner  
Liz Stefanics, Commissioner

**Member(s) Excused:**

Robert Anaya, Commissioner

**Staff Present:**

Katherine Miller, County Manager  
Ron Pacheco, Housing Authority Director  
Victor Gonzales, Housing Authority Staff  
Tony Flores, Deputy County Manager  
Bruce Fredericks, Assistant County Attorney  
Deanna Lopez, Housing Division  
Joseph Gonzales, Housing Division  
Marcus MacDonald, Housing Accountant  
Chris Barela, Constituent Liaison  
Lisa Katonak, County Manager's Office

**III. Introductions**

Introductions were dispensed with.

**IV. Approval of Agenda**

Mr. Loewy moved to approve the agenda as published. Commissioner Holian seconded and the motion passed by unanimous [4-0] voice vote. [Commissioners Roybal and Stefanics were not present for this action.]

**V. Approval of Minutes: May 26, 2015**

Mr. Loewy noted an error on page two, under approval of minutes in that Ms. Hurtado is the new Resident Authority member.

Commissioner Holian moved approval as corrected. Commissioner Chavez seconded and the motion carried unanimously. [Commissioners Roybal and Stefanics were not present for this action.]

**VI. Approval of Resolution 2015-7 HB, Resolution Approving Standard Form LLL, Disclosure of Lobbying Activities**

Mr. Pacheco said he would be presenting a number of HUD required resolutions. The first is the Santa Fe County Housing Authority is required to disclose any lobbying activity in support of our Capital Fund Program Grant award.

The Disclosure of Lobbying Activities form confirms that there has been no active lobbying by anyone associated with this program in support of our CFO Grant award process.

Mr. Loewy moved to approve Resolution 2015-7HB. His motion was seconded by Commissioner Holian and passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action.]

**VII. Approval of Resolution 2015-8HB, Resolution Approving HUD Form 52190-B, Declaration of Trust**

Mr. Pacheco said Santa Fe County Housing Authority is entrusted by HUD to administer and maintain 199 public housing homes for low income families. On an annual basis the Housing Authority is required to submit for approval by the Housing Board this Declaration of Trust form. He noted that there were three attachments that provide a legal description of the properties.

Commissioner Holian moved to approve Resolution 2015-8HB. Mr. Loewy seconded and the motion passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action.]

**VIII. Public Hearing Regarding HUD Form 50077, PHA Five Year and Annual Plan**

The Housing Authority is required to submit an Annual Plan outlining the housing priorities that the Authority will be working on and supporting. The plan must be consistent with the City's five-year plan and requires sign-off by the Mayor.

Commissioner Chavez opened the discussion up to the public and there was no one present to speak in regards to this issue.



COUNTY OF SANTA FE )  
STATE OF NEW MEXICO ) ss

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I Hereby Certify That This Instrument Was Filed for  
Record On The 31ST Day Of July, 2015 at 09:45:46 AM  
And Was Duly Recorded as Instrument # **1770971**  
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office  
Geraldine Salazar  
Deputy *Laura Hernandez* County Clerk, Santa Fe, NM

**IX. Approval of Resolution 2015-9HB, Resolution Approving HUD Form 50077, PHA Certification of Compliance with the PHA Plans and Related Regulations**

Commissioner Holian moved to approve Resolution 2015-9HB and Mr. Loewy seconded. The motion passed by unanimous [5-0] voice vote. [Commissioner Stefanics was not present for this action and arrived shortly thereafter.]

**X. Approval of Resolution 2015-10HB, A Resolution Approving HUD Form 52574, PHGA Board Resolution Approving Operating Budget for FY16**

Mr. Pacheco said on an annual basis the Housing Authority is required to have this Board approve the annual budget. The budget is flat and once approved it is forwarded to HUD. Deputy Manager Flores noted that this is the same budget that was approved by the BCC.

Mr. Loewy noted for the record that next year's budget should have a savings for water at the Santa Cruz site. Mr. Pacheco confirmed that stating that at a recent meeting the City Manager of Española agreed to, 1) provide a 20 percent discount on a \$3,800 bill which was a result of a fire hydrant burst; 2) reduce Santa Cruz' class status to class 2 customer; and, 3) agreed to assist in metering each unit at Santa Cruz. Mr. Pacheco expected to have more concrete information about the class change at the next meeting.

Commissioner Holian moved to approve Resolution 2015-10HB. Mr. Loewy seconded and the motion passed by unanimous [6-0] voice vote.

**XI. Approval of Resolution 2015-11HB, Resolution Approving the Santa Fe County Housing Authority's Payment Standards**

HUD requires the Authority to review the current payment standards to landlords for families living with the assistance of a Housing Choice voucher. The review requires the Authority to confirm that the housing assistance payments to participating landlords are between 90 percent and 110 percent of the fair market rents for this community.

The resolution confirms that Santa Fe County Housing Authority Board approved the current payment standards to be used in the administration of the Housing Choice Voucher Program. The payments have not changed since last year: Studio, \$680; One Bedroom, \$781; Two Bedrooms, \$881; Three Bedrooms, \$1,177; and, Four Bedroom, \$1,259. Voucher recipients never pay the full amount.

Commissioner Stefanics moved approval of Resolution 2015-11HB. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

**XII. Public Hearing Regarding Updated Schedule of Charges for Costs, Repairs, and Work Orders Relating to the Public Housing Program**

Mr. Pacheco said Housing Authority maintenance staff performs a variety of repairs and cleaning to the unit. Those items can include cleaning the yards, stoves, refrigerators, unclogging sinks, toilets, sewer lines, repairing windows, doors, fences, etc. The Authority charges the client and the schedule of charges for those services have not changed in 15 years.

The schedule has been updated to better reflect costs.

Mr. Loewy said he reviewed the information with staff and affirmed it was correct.

In response to Commissioner Stefanics' question of whether the clients pay these charges, Mr. Pacheco said sometimes and many times the charges are written off as annual bad debt. If the facility is undergoing a REAC inspection staff will clean for a client. A repayment agreement may be at \$5 a month. He noted that many of the clients are frail or disabled and find it difficult to maintain their home. Staff will always work with a client.

Commissioner Chavez invited public comment and none was offered.

**XIII. Approval of Resolution 2015-12HB, Resolution Approving the Santa Fe County Housing Authority's Updated Schedule of Charges for Costs, Repairs and Work Orders Relating to the Public Housing Program**

Mr. Loewy moved to approve Resolution 2015-12HB as presented. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

**XIV. Approval of Resolution 2015-13HB, Resolution Adopting Policies and Procedures to Ensure Compliance with Federal Accounting Requirements**

The Santa Fe County Housing Authority's 2013 audit had four major findings and as a result policies and procedures were implemented to correct the situation. HUD requested memorialization of the procedures in a resolution, which is now being presented. The policies include that:

- All federal financial reports are reviewed and verified by non-report preparer
- The general ledger is verified against the draw request made on behalf of the Authority and verification that the supporting documentation is consistent with the amount of expenditure
- All payroll certifications of contractors include a statement that the prevailing wages paid under the contract comply with the Davis-Bacon Act of 1931
- The Authority will work with the Santa Fe County Procurement Office to assure that vendors providing services to the Authority are not on the federal Excluded Parties List System

Commissioner Stefanics moved approval of Resolution 2015-13HB. Commissioner Holian seconded and the motion passed by unanimous [6-0] voice vote.

**XV. Update and Formal Direction Regarding Affordable Housing Project at the Galisteo Site**

Mr. Pacheco noted two conceptual site plans were provided and Plan B provides the parking on the exterior of the project which enhances buffering and open space. Lloyd & Associates will be presenting final plans at next month's meeting for Board input.

Commissioner Stefanics said it was important that residents have assured parking next to

their building.

Following a review of the Authority's wait list, Mr. Pacheco said the proposed bedroom mix and number of total units will be amended adding more one-bedroom units and reducing the three bedrooms. Due to financial constraints he estimated around 100 units would be built.

Commissioner Stefanics noted this was an important project and finding additional funding would be important. Manager Miller said there are financing options; however, the County will be hard-pressed to get the 9 percent tax credit. She said financing may drive the project. She met with the City's Mayor and Manager and mentioned the senior housing concept at the Galisteo site and their reaction was the site should be developed for a younger, more transit-related generation. She reminded the Board that City approval is required on the project and recommended conducting a market study.

Mr. Pacheco said the wait list for public housing is approximately 300 to 500 and the Section 8 list is 900. Commissioner Stefanics recommended that staff determine the age demographics from the two waiting lists to accurately inform the project.

## **XVI. Housing Authority Updates**

### **A. Site Improvement Plan/CFP Update**

Victor Gonzales, Project Manager, provided the following information:

- The remodel for the home sale unit at the Valle Vista site is complete and will be appraised and then marketed
- A certified letter was sent to the property owner regarding the easement for the Camino de Jacobo sewer line. To date there has been no response

Mr. Pacheco said the Valle Vista unit is 1,087 square feet and he guestimated it will be marketed at between \$100,000 and \$120,000. Staff has photos of the property available.

Commissioner Stefanics said she received another call regarding the weeds near Valle Vista. Mr. Pacheco said along the fence line where the weeds are is very difficult terrain. The property owner complained about the tipping fees he had to pay last time he cleaned up the area but offered to meet with Mr. Pacheco.

Mr. Pacheco pointed out that the complainant is a private property owner not a resident of public housing. The property that the complainant is concerned about is also private property. Commissioner Stefanics asked that Land Use Code Enforcement division take care of the issue.

Commissioner Holian commented that BuRRT has amnesty days.

### **B. Vacancy Update**

Mr. Pacheco said they are running a 97 percent occupancy rate.

### **C. Director's Report**

Mr. Pacheco reported that the SEMAP (Section 8 Management Assessment Program)

review occurred in May and Santa Fe County Housing Authority was rated Standard performer. He hoped to achieve a High performer status in the future. He acknowledged staff's hard work.

Mr. Pacheco outlined addition services provided to clients which include commodities distribution, information and referral services, VASH, Santa Fe County Resource Directory, transportation to the senior centers, Boys and Girls Clubs, life coaching, homeownership training and resident council meetings for residents to present concerns. He mentioned a summer food drive effort within the County.

#### **XVII. Matters from the Public**

None were presented.

#### **XVIII. Matters from the Board**

In regard to the neighborhood block parties, Mr. Pacheco offered to obtain more information on whether it is focused on just the neighborhood. He mentioned that County Corrections staff was very helpful in the neighborhood cleanups.

#### **XIX. Executive Session**

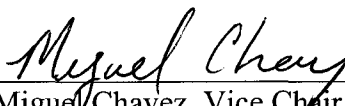
1. **Limited Personnel Matters, as Allowed by Section 10-15-1(H)(2) NMSA 1978**
  - a. **Performance Evaluation of the Executive Director**

In the absence of Commissioner Anaya who asked that this item be placed on the agenda, Commissioner Stefanics moved to temporarily table this item. Commissioner Holian seconded and that motion passed by unanimous [6-0] voice vote.

#### **IX. Adjournment**

Having completed the agenda and with no further business to come before the Authority, Commissioner Chavez adjourned the meeting at approximately 2:10 p.m.

Approved by:

  
 Miguel Chavez, Vice Chair  
 Housing Authority Board

ATTEST TO:

  
 GERALDINE SALAZAR  
 COUNTY CLERK

Respectfully submitted by:

Karen Farrell, Wordswork

